



Iowa 21st Century Community Learning Centers

Program Support Committee

Meeting Minutes

Date: February 19th, 2020

Join by phone:

1-515-604-9985, passcode 123766

 COMMITTEE MISSION: This committee keeps current with out-of-school time best practices and develops guides and essentially serves as a community of practice on high-quality out-of-school time.

2020 Goals:

ROSTER

NAME	SITE/SCHOOL	MARK FOR ATTENDANCE
Tasia McCloskey	Iowa City Schools	
Sylvia Bright	Des Moines Schools	X
Yvette Sanchez	Des Moines Schools	X
Julie Fetters	Des Moines Schools	X
Aileen Hunnell	Des Moines Schools	
Cassie Gerst	Burlington Schools	
Darcie Capo	Council Bluffs Schools	X
Barb Schmitz	Oelwein Schools	X
Abby Kempema	SHIP	X
Bobbie Jo Sheridan	Des Moines Public Schools	
Diana DeAnda	SHIP	X
Taylor Noel	St. Mark Youth Enrichment	X
Ron Paar	St. Mark Youth Enrichment	X
Amanda Avenarius	St. Mark Youth Enrichment	X

AGENDA ITEMS

Agenda Item	Notes
Des Moines Schools and others getting feedback from hands-on site staff on needed focus areas for 2020	Julie sent out an email but didn't get any responses from her 21CCLC staff supervisors. They haven't had an opportunity to meet together in person, so she hasn't had a chance to ask them directly. She will bring this up the next time they meet. The Committee will leave this item on the agenda for next time. Amanda shared that they do mid-year and end of the year evaluations on Google to check in with their staff. St. Mark will share the results from their evaluations that other Committee
Follow up on Cassie G. request from 2019 meeting on supporting program staff w/ promoted roles	Cassie was not able to attend the meeting today. Amanda and Britney will follow up with her later to see if she had specific ideas around this topic.
Support Committee come up w/ 2-3 focus areas for 2020	Britney and Amanda provided some background about what the committee has done in the past. St. Mark Youth Enrichment has been focusing on the five competencies of social emotional learning and how to implement that into 21CCLC programming: Social awareness, responsible decision-making, relationships skills, etc. They have created a tool that they are going to use over the next year to implement more universal SEL programming. DMPS sent out a survey on SEL to youth at the beginning of the year and then again at the end of the year to see if they have been able to retain the information. DMPS incorporates SEL into other topics and subject matters. Vic explained that You 4 Youth is coming out with an SEL package and they may be presenting on it at the

	Fall Institute. It would be helpful if this committee could review the curriculum to determine if we want Y4Y to present it. The committee decided that it would come up with some best practices for incorporating SEL into other content areas using the five competencies. Another goal will be determining how to get feedback from frontline staff so that we can meet their needs. A third goal would be to brainstorm about field trip options and getting creative to work through budget or transportation barriers. Amanda offered to create a Google Sheet for the Committee to capture questions or ideas that come up between committee meetings.
Open discussion of minimum number of field trips that should be expected w/ 21CCLC grant	One site used to do field trips weekly or monthly, but with a smaller budget, they can only do it once a semester and they make it a family night as well. St. Mark's field trips are also driven by the budget. In the summer, they take youth to the water park, theater, and a boat tour. Most of their summer budget is spent on field trips. They also try to bring experiences to kids, but see the value in doing field trips. In Des Moines, busses are limited during program time in the school-year which makes it difficult to be able to do field trips. Vic noted that it is now allowable for sites to have field trips on Saturday. Ron noted that they use community partners to either bring field trips to the site or to arrange transportation. Barb Schmitz says that field trips are difficult in rural areas because of transportation, so she is bringing outside organizations into the program. Vic also reminded the Committee that they could take the youth on a walking field trip if there is a park or library nearby.
Partner List and Searchable Database	Britney introduced the concept of using the annual Community Partnership spreadsheet to create a searchable database of partners across the state on the www.iowa21cclc.com website. We have been able to do this with our 2019 spreadsheet, but there are some inconsistencies that need to be addressed if we want to do this in a systematic way going forward (geographic location). The Committee will take the following questions to their program staff member who inputs this data: <ol style="list-style-type: none"> 1. Do we want a searchable database of community partners? 2. What do you want to be able to search by? (region, topic, etc.) 3. How do you want to input data? (we could create a form where programs input one partner at a time to automatically populate a database or we could improve the spreadsheet that we have used in the past and the IAA could manually input it into a database) 4. Is it important to have the database be cumulative (keeping partners from all previous years or just the most recent. If we keep previous years, it will take more time on the back end to check for duplicates).

WORK PLAN

Deadline	Activity	Who's Responsible	Outcome Expected	Notes for Implementation
4/15	Get feedback from site staff on what would be most helpful for them	Julie and others	Guidance for what this Committee should focus on to best support sites	
4/15	Put ideas/questions about SEL, field trips, collecting frontline feedback, and the partner list in a Google Sheet	All. Amanda will create the Google sheet.	Ideas will be tracked in between the bimonthly meetings.	Google Sheet: https://docs.google.com/spreadsheets/d/1Ud5-7ptViB98AGpizdayEIKiOUULtr499xAhmYCKp4Y/edit?ts=5e4fea25#gid=0
4/15	Get feedback from program staff member that submits community partner information	All	Decisions will be made at the next meeting about a searchable database and most way to input data.	

Next Meeting: April 15th, 2020

(This committee meets 3rd Wednesday e/o month)

ADJOURN